

## DPLA Indiana FAQ

### What is DPLA?

[DPLA](#), or the Digital Public Library of America, provides an access point for discovering the digital collections of libraries, museums, archives, and other cultural institutions nationwide. The DPLA makes dispersed digital collections available to researchers through a single portal by aggregating the searchable metadata into one database, with search results linking back to the original digital object record. It launched on April 18, 2013.

### What is Indiana Memory?

[Indiana Memory](#) is a collaborative effort out of the Indiana State Library that provides free and open access to digitized primary sources from libraries, museums, archives, historical societies, special collections and other cultural institutions across Indiana.

### What is the relationship between DPLA and Indiana Memory?

Indiana Memory is one of many DPLA [Service Hubs](#). Service hubs are state, regional, or other collaborations that host, aggregate, or otherwise bring together digital objects from libraries, archives, museums, and other cultural heritage institutions. State and regional hubs agree to collect digital content that describes their local history, but also content about the US broadly and, when available, international topics. Each service hub offers its partners services that range from professional development, digitization, metadata creation or enhancement, to hosting or metadata aggregation. They may also provide community outreach programs to increase users' awareness of digital content of local relevance.

Service hubs provide DPLA with their partners' unique metadata records that resolve to digital objects (online texts, photographs, manuscript material, art work, etc.) through a *single data feed*, such as OAI-PMH. They serve as the point of contact for the maintenance and enhancement of metadata records.

### Who can contribute digital collections to DPLA via Indiana Memory?

Libraries, archives, museums, and other cultural institutions located in the state of Indiana are encouraged to contribute to DPLA via Indiana Memory! Interested institutions must have existing digital collections (digital objects + required basic metadata) made available online through a content management system.

### Why should my institution participate in DPLA via Indiana Memory?

The development of Indiana Memory as a DPLA Service Hub opens up a world of possibilities for Indiana cultural institutions to establish or enhance a national presence when discoverable through the DPLA portal. Far more than a search engine, the [portal](#) provides innovative ways to search and scan through the *united* collection of millions of items from around the country, including by [timeline](#), [map](#), [virtual bookshelf](#), [format](#), [subject](#), and [partner](#). In an increasingly digital and linked world, platforms and portals like Indiana Memory and DPLA make it possible for cultural institutions to situate their collections with a national and global context.

**Which Indiana institutions are currently contributing to DPLA?**

More than [100 Indiana cultural institutions](#) are currently contributing to Indiana Memory. At this time, metadata from about a dozen of these contributing institutions has been ingested into DPLA from Indiana Memory, for a total of 62,695 digital objects. As the Indiana Memory DPLA Service Hub develops and as partner institutions prepare their metadata for ingest into DPLA, more Indiana digital collections will be harvested by DPLA.

A handful of Indiana institutions have also contributed to DPLA via other Service/Content Hubs. Indiana University has contributed 27,629 records via HathiTrust and the Indianapolis Museum of Art has contributed 1,175 records via ARTstor.

**Can I browse through Indiana collections currently in DPLA via Indiana Memory?**

Yes, DPLA makes it possible to browse digital collections by partner, including [Indiana Memory](#).

**My institution has digital collections. What steps do I need to take to get them into Indiana Memory and/or DPLA?**

Please see our [Step-By-Step Guide to Contributing to DPLA via Indiana Memory](#).

**My institution has both Indiana- and non-Indiana-related collections. Which collections can be made available in Indiana Memory and which in DPLA?**

The Indiana Memory DPLA Service Hub will harvest all digital collections that meet technical and metadata requirements for ingest into DPLA, even if they do not relate to Indiana.

Harvested collections which do not relate to Indiana will not display in Indiana Memory, but will be made discoverable in the DPLA portal.

**What exactly is my institution providing when agreeing to be “harvested” by Indiana Memory for ingest into DPLA?**

When Indiana Memory and DPLA harvest digital collections to make discoverable in their portals, they are only copying a thumbnail image of each item and a limited number of required fields from the associated metadata. Both display in Indiana Memory and DPLA search results, but users are redirected to the original digital object record in the contributing institution’s online collection to view full metadata and the full-sized image(s).

**Are there collections that will not be accepted by DPLA?**

DPLA will not harvest collections of digitized newspapers, Encoded Archival Description (EAD) records, or data sets.

**Some items in my institution’s digital collections have watermarks and/or banding. Will DPLA still accept these items?**

DPLA prefers that collections do not contain watermarks or banding. They will accept watermarked or banded items, but will not highlight them or otherwise showcase them on their website or in social media promotion.

**What metadata schema should my institution use for our digital collections?**

[Dublin Core](#) (DC) is the preferred metadata schema, and Indiana Memory has created a [Dublin Core Metadata Guide](#) that provides information on the application of published standards and best practices for Dublin Core metadata creation. This Guide provides information on which metadata fields/DC elements are required and preferred by Indiana Memory. The IM-DPLA Advisory Committee has also created a table with recommended CONTENTdm Metadata Mapping and a Metadata Mapping Worksheet for non-CONTENTdm contributors.

**If my institution does not use the Dublin Core schema in our digital collections, can we still contribute to DPLA via Indiana Memory?**

Yes, but your institution will need to do some preliminary work to map your metadata schema to appropriate Dublin Core elements. Consulting with [Connie Rendfeld](#) of Indiana Memory, and referring to the [Indiana Memory Dublin Core Metadata Guide](#) and the [DPLA Metadata Application Profile \(MAP\)](#) will help to facilitate this process. Use the Metadata Mapping Worksheet to decide how your local metadata fields will map to DPLA before you do final mapping using the [DPLA IND Metadata Mapping Tool](#).

**Any tips for preparing our collections for harvest into DPLA via Indiana Memory?**

Yes! Be consistent in how you use metadata fields, follow standards and best practices whenever possible, use well known controlled vocabularies like [Library of Congress subject headings](#) or the [Art and Architecture Thesaurus](#), and make it clear that you own your work by providing information on location and the owning institution. For more detailed information on the how to contribute to DPLA via Indiana Memory, please see our [Step-By-Step Guide to Contributing to DPLA via Indiana Memory](#).

**If we decide later that we would like to remove our collection(s) from Indiana Memory and/or DPLA, is this possible?**

Yes, removing single or all previously-harvested collections can be arranged with [Connie Rendfeld](#) of the Indiana State Library.